



Taxicab and For Hire
Vehicle Bureau License



Date	
Tracking Number	

REQUIREMENTS FOR CPNC RENEWAL

At the time of your scheduled appointment CPNC Holders are requested to submit a package containing the following information.

Each holder (partner or principal officer if applying as a corporation, partnership, or LLC), is required to submit the following information individually. Documents may be submitted in hard copy or digitally via flash drive or CD – digital submissions must contain scans of live signatures.

1. One Completed Application PAGE 1 & PAGE 4 for each individual (partner or principal officer if applying as a corporation, partnership, or LLC) Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed and notarized
2. If address has changed, Proof of Residency for a period greater than six (6) months
Documents accepted: Utility bill, Water bill, Landline Telephone bill, Mortgage, Homestead Exemption, or Notarized Rental Agreement (If bill is in the name of a spouse, copy of marriage certificate must also be supplied)

Each CPNC Holder must submit

3. City of New Orleans Occupational License

Each CPNC Holder Business ONLY (corporation, partnership, or LLC) must submit

4. One Completed Application PAGE 2 Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted.
5. Evidence of Good Standing with the Louisiana Secretary of State demonstrated by Louisiana Business Filings search page <https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>

The following items must be submitted for each CPNC Number

6. One Completed Application Vehicle Information Section of PAGE 3 per CPNC.
7. Line Letter – A letter from the for hire vehicle company under which the CPNC will be operating. If the holder has multiple Taxi CPNCs on the same line, then all may be listed on the same line letter submitted once.
8. Proof of required insurance. Accepted documents: Certificate of Liability Insurance / Declaration Page
9. Vehicle Registration
10. Pay Fees (see Fees below) Forms of payments accepted: Check, money order or cashier's check payable to The City of New Orleans or Mastercard / Visa / Discover credit card.

Fees

- Unless scheduled for a later date, renewal fee through Jan. 31
 - General: \$150.00
 - Courtesy: \$300
 - Animal drawn: \$300
 - AT (Wheelchair-accessible) Taxi: \$300
 - **Annual inspection fees for 2015 \$100 (\$50 for each required inspection)**
- Unless scheduled for a later date, renewal Feb 1 – Feb 28, 2015 – renewal fee and penalty of \$150.00 **(except for those whose scheduled renewal appointment was in February)**
- Renewed by Mar. 31- renewal fee-penalty for Feb. - \$150.00 plus penalty for Mar. - \$150.00
- CPNCs not renewed by Mar. 31 will be suspended and set for revocation

All fees are non-refundable.